

## REQUEST FOR DECEASED INDIVIDUAL'S SOCIAL SECURITY RECORD

\*Use This Form If You Need

1. Photocopy of Original Application for a Social Security Card (SS-5).
- OR**
2. Computer extract of Social Security Card Application.

**"Paperwork Reduction Act Statement** - This information collection meets the requirements of 44 U.S.C. §3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 7 minutes to read the instructions, gather the facts, and answer the questions. *Send **only** comments on our time estimate above to: SSA, 1338 Annex Building, Baltimore, MD 21235-6401.*"

### INFORMATION ABOUT YOUR REQUEST

☐ **How Do I Get This Information?**

Complete page 2 of this form to tell us what information you want. Photocopy page 2 for multiple requests.

☐ **Is There A Fee For This Information? Yes**

Photocopy of Original Application for Social Security Card (SS-5)

If SSN of deceased individual is provided, the fee is \$27.00.

If SSN of deceased individual is not provided, the fee is \$29.00.

Computer Extract of SS-5 (May not contain the names of the individual's parents and the place of birth)

If SSN of deceased individual is provided, the fee is \$16.00.

If SSN of deceased individual is not provided, the fee is \$18.00.

Certified copy is provided for an **additional fee** of \$10.00 (See instructions below)

☐ **SSN Search required.**

Complete as much information as possible in Blocks 4 and 5, if the deceased individual's SSN is unknown.

☐ **When Is Certification required?**

Certification is usually not necessary unless you plan to use the information in court.

☐ **Method of Payment.**

Payment can be made with a **credit card** by completing the attached Form SSA-714 and returning it with your request(s) form. You may also pay with a **check or money order** (Name, Address and Phone Number must appear on Check). Enclose one check or money order for the **entire fee required** (total from request(s)). **DO NOT SEND CASH.**

# REQUEST FOR DECEASED INDIVIDUAL'S SOCIAL SECURITY RECORD

**PROCESSING LIMITATIONS:** A Request for information **CANNOT** be processed for:

**INDIVIDUALS WHO DIED BEFORE NOVEMBER 1936.**

**INDIVIDUALS BORN BEFORE 1865 (unless you furnish a Social Security Number (SSN)).**

**INSTRUCTIONS: PRINT OR TYPE ALL DATA. SIGN IN INK. ALLOW 4-6 WEEKS FOR A REPLY.**

If you have any questions regarding completion of this form call 1-800-772-1213.

1. Request for photocopy of Original Application for Social Security Card (SS-5).

Enter, \$27.00, if SSN of deceased individual is provided ..... A. \$ \_\_\_\_\_

Enter \$29.00, if SSN of deceased individual is not provided ..... B. \$ \_\_\_\_\_

2. Request for Computer extract of Social Security Number Application.

Enter, \$16.00, if SSN of deceased individual is provided ..... C. \$ \_\_\_\_\_

Enter, \$18.00, if SSN of deceased individual is not provided ..... D. \$ \_\_\_\_\_

3. If Certification is required, enter an additional \$10.00 ..... E. \$ \_\_\_\_\_

**Add the amounts from Lines A through E and enter TOTAL on Line F** ..... F. \$ \_\_\_\_\_

Paying with a **CREDIT CARD**, complete and return Form SSA-714 attached, or

Enclose your **CHECK** or **MONEY ORDER** for the amount on line **F** payable to "Social Security Administration."

**DO NOT SEND CASH. DO NOT SEND SELF-ADDRESSED STAMPED ENVELOPE.**

4. **DECEASED INDIVIDUAL'S INFORMATION** (COMPLETE AS MUCH INFORMATION AS POSSIBLE)

Name of Individual at birth (first, middle, last name)

Name(s) of Individual (if other than above/other name(s) used)

M F

Social Security Number

Date of birth (mo, day, yr)

Circle Sex

Place of Birth (City, State or Foreign Country)

5. **DECEASED INDIVIDUAL'S PARENTS' INFORMATION** (if SSN of deceased individual is not provided, please complete this section)  
(Complete as much information as possible)

Mother's (Maiden) Name at birth (first, middle, last name)

Mother's married name(s)

Father's Name (first, middle, and last name)

6. **REQUESTER'S INFORMATION** (PLEASE READ PRIVACY ACT STATEMENT BEFORE COMPLETING THIS SECTION)

Printed Name of Requester (first, middle, last name)

Signature (do not print unless this is your usual signature)

Date

Street Address

City, State and Zip Code

( )

( )

Telephone Number

Fax Number

E-Mail Address

8. Forward Request to:

**SSA OEO DERO FOIA  
PO BOX 33022  
BALTIMORE MD 21290-3022**

9. Forward Express Mail to:

**SSA OEO DERO FOIA  
300 N GREENE ST  
BALTIMORE MD 21290-0300**

FORM SSA-711 (11-2004)

**YOU CAN MAKE YOUR PAYMENT BY CREDIT CARD**

As a convenience, we offer you the option to make your payment by credit card. However, regular credit card rules will apply.  
You may also pay by check or money order.

**We Honor Most Major Credit Cards**

Please fill in all the information below and return it with your request.

**Note: Please read Privacy Act Notice**

CHECK ONE ----- > MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_  
American Express \_\_\_\_\_ Diners Card \_\_\_\_\_

**Credit Card Holder's Name** ----- >

\_\_\_\_\_  
Print First, Middle Initial, Last Name

**Credit Card Holder's Address** ----- >

\_\_\_\_\_  
Number & Street

\_\_\_\_\_  
City, State, Zip Code

**Daytime Telephone Number** ----- >

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Area Code Telephone Number

**Amount Charged \$** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Credit Card Expiration Date

\_\_\_\_\_-\_\_\_\_\_  
Month Year

**Credit Card Holder's Signature** ----- >

\_\_\_\_\_  
Authorization

**DO NOT WRITE IN THIS SPACE**

**OFFICE USE ONLY** ----- >

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**PRIVACY ACT STATEMENT**

The Social Security Administration (SSA) has authority to collect the information requested on this form under § 205 of the Social Security Act. Giving us this information is voluntary. You do not have to do it. We will need this information only if you choose to make payment by credit card. You do not need to fill out this form if you choose another means of payment (for example, by check or money order).

If you choose the credit card payment option, we will provide the information you give us to the banks handling your credit card account and SSA's account. We may also provide this information to another person or government agency to comply with federal laws requiring the release of information from our records. You can find these and other routine uses of information provided to SSA listed in the Federal Register. If you want more information about this, you may call or write any Social Security Office.